Property Administration (PA)

Property Management System Analysis (PMSA)

Presented By:
Mr. Ed Hoenig

18 May 2011

Property Administration (PA)

Assumption:

- **IT IS ASSUMED THAT ALL INDIVIDUALS BEING DEPLOYED TO PERFORM PROPERTY ADMINSRATION FUNCTIONS HAVE HAD SOME FORMAL BASIC CONTRACT PROPERTY MANAGEMENT TRAINING AS WELL AS SOME ON THE JOB TRAINING (OJT) IN THE AREA OF PERFORMING A PMSA.**

Property Administration (PA)

Terminal Learning Objective (TLO):

- Recognize the differences between the roles, reporting requirements , and responsibilities in conducting the PMSA for CAP Programs and Theater Wide Contract Administration (TWCA) contracts.

Enabling Learning Objectives (ELO):

- ELO #1 – Define the role and responsibilities of the Prime PA and CCAS PA and PS for CAP Contractor PMSA.
- ELO#2 – Define the role and responsibilities of the CCAS PA and Support PA and PS for other contractor PMSA.
- ELO#3 – Recognize the different and similar reporting requirements with regards to, CA, documentation, contractor notification etc.

Property Administration (PA)

- **There are basically two (2) Different types of programs in theater requiring DCMA PA surveillance which requires performing a PMSA**
  - **CAP Programs (LOGCAP III & IV and AFCAP)**
  - **Other Contracts in Theater (TWCA)**
- **CAP Programs (LOGCAP III & IV and AFCAP)**
  - **Prime Responsibility for the Contractors' Property Management System residues with the Prime Property Administrator as assigned by the Property Division CONUS**

Property Administration (PA)

- **The Prime PA's role and responsibilities are to:**
  - **Review the contractor's Property Control Plan to determine there adequacy**
  - **Review contractor corrective actions (CA) for identified system deficiencies to ensure there adequacy in resolving the issues system wide.**
  - **Perform PMSA for the entire system to determine the adequacy of the contractors' system of property control to ensure the continued ability for the contractor to have limited risk of loss coverage for government property**

Property Administration (PA)

- **The CCAS PA's role and responsibilities are to:**
  - **Perform the PMSA for the various CAP contractors and contracts being administered by DCMA in theater. Provide via the TPA copies of the reviews to the Prime PA for inclusion into the over PMSA.**
  - **When PMSA reveals deficiencies that require Corrective Action (CA) ensure that the request for CA is coordinated with the Prime PA. Why is this coordination important?**

    IT MAY IMPACT THE CONTRACTOR'S ENTIRE PROPERTY CONTROL SYSTEM.
  - **Feed Back to the Prime PA (through the proper chain of command) on any current ongoing issues that may need to be address at the corporate level to include changes to the PCP**

Property Administration (PA)

- **The plan for the surveillance of the contractor will be established in theater (usually by the designated Theater PA for the AOR/CMO)**

- **It is the PA's role to administrator and perform contractor surveillance for property management.**

  - **The role of the Property Specialist is to perform those tasks related to surveillance of the contractor's property system that are assigned by the PA.**

- **When requesting data to support the PMSA ample time must be given to the contractor to respond. This is usually 30 days in advance.**

- **Data requested from the Contractor that is not a contract requirement but "nice to have" is just that. Be careful in requesting information that is not required contractually.**

Property Administration (PA)

- **Other Contracts in Theater-TWCA**
  - **Your role is <u>as prime Property Administrator</u> (Level II,III) in the performance of the Property Management System Analysis (PMSA)**
  - **It is important you follow the guidance provided by DCMAI and DCMA Iraq, DCMA Kuwait, and DCMA Afghanistan for performance of your assigned PMSAs**
  - **The plan for the surveillance of the contractor will be established in theater (usually be the designated TPA for the AOR/CMO)**

Property Administration (PA)

- **Common to All in Theater**
  - **Due to Force Protection Issues it is difficult to perform a "traditional" PMSA**
  - **You may need to use the resources of other technical specialists, i.e., QAR, Is, etc., that are positioned at locations that you are unable to access**
  - **The Key to Completion of a PMSA is <u>BE FLEXIBLE</u>**
  - **You may be detained at a location longer than you planned due to security or travel issues. You planned one day, you end up staying three.**
  - **Documentation**
    - It is important that assigned functions of a PMSA be performed, documented with appropriate work papers, a written report completed .

Property Administration (PA)

Lesson Summary

- There are basically two (2) Different types of Programs in theater requiring DCMA PA surveillance which requires performing a PSMA
  - CAP Programs (LOGCAP III & IV and AFCAP)
  - Other Contracts in Theater (TWCA)
- The Prime PA's role and responsibilities are to:
  - Review the contractor's Property Control Plan to determine there adequacy
  - Review contractor corrective actions (CA) for identified system deficiencies to ensure there adequacy in resolving the issues system wide.
  - Perform PSMA for the entire system to determine the adequacy of the contractors' system of property control to ensure the continued ability for the contractor to have limited risk of loss coverage for government property

Property Administration (PA)

Lesson Summary (continued)

- The CCAS PA's role and responsibilities are to:
  - Perform the PSMA for the various CAP contractors and contracts being administered by DCMA in theater. Provide copies of the reviews to the Prime PA for inclusion into the over PSMA.
  - When PSMA reveals deficiencies that require CA ensure that the request is coordinated with the Prime PA.
  - Provide feedback to the Prime PA on any current ongoing issues that may need to be address at the corporate level to include changes to the PCP
  - The role of the Property Specialist is to perform those tasks related to surveillance of the contractor's property system that are assigned by the PA.

Property Administration (PA)

Lesson Summary (continued)

- The plan for the surveillance of the contractor will be established in theater (usually be the designated Theater PA for the AOR/CMO)
- When requesting data to support the PMSA ample time must be given to the contractor to respond. This is usually 30 days in advance.
- Data requested from the Contractor that is not a contract requirement but “nice to have” is just that. Be careful in requesting information that is not required contractually.
- On TWCA Contracts the CCAS PA is the Prime PA.
- It is important you follow the guidance provided by DCMAI and DCMA Iraq, DCMA Kuwait, and DCMA Afghanistan for performance of your assigned PMSAs
- The Key to Completion of a PMSA is <u>BE FLEXIBLE</u>

Property Administration (PA)

TEST TIME!

- Circle your answer for each test item.

- The test is student graded (trade/pass to your nearest student).
  - ✓ correct answers. "X" incorrect answers.

- All tests are collected at the end of the lesson.

Property Administration (PA)

1. For CAP type programs the Prime PA is responsible for the overall surveillance of the contractor's property control system?

(True/False)

True

2. The CCAS PA does not need to coordinate or consult with the Prime PA on any issues or concerns on the CAP contracts?

True/False)

False

3. PMSAs for TWCA contracts are handled in theater and the CCAS PA is the Prime?

True/False)

True

4 The property specialist works under the direction of the appointed PA and performs those functions of the PMSA assigned to them by the PA?

True/False

True